

# **The Ashland Area Recreation Association By-Laws**

## **Article 1. Official Name Of Organization:**

The name of this organization shall be: The Ashland Area Recreation Association.

## **Article 2. Mission or Purpose:**

The mission of this Organization shall be: limited to charitable activities within the meaning of 26 USC 501 (c)(3) and New Hampshire RSA 292:1(VI), to invest in the assets and creation of recreational products and services to the community, thus improving the state and well being of the Ashland area for families to enjoy and to support the Ashland Park and Recreation Program by raising funds to enhance and maintain its properties and facilities. These funds may be used directly to purchase equipment or services, such as ball field lighting or contributed to the Town of Ashland to be used for a specific purpose related to Ashland Parks and Recreation .

## **Article 3. Meetings:**

- Meetings will be held the first Monday of each month and at other times as deemed necessary.
- Time of meeting is a designated time agreed upon by the current Board of Officers.
- The annual meeting shall be held in conjunction with the regular business meeting each November.
- The President or a majority of the Officers shall call special meetings.
- A minimum of three Officers shall be present in order to conduct business.
- A majority of Officers shall be present at any meeting before the election of Officers or amendments to the By-laws can commence. A majority vote of the members present is needed to elect Officers and approve amendments to the By-laws.
- Each Officer shall have one vote in all matters. Absent Officers may vote by proxy.
- The use of written proxies is hereby permitted for those Officers unable to attend any meeting. A proxy vote will be counted when it pertains to a specific issue previously discussed by the Officers, not to issues brought up and decided on at the missed monthly meeting.

## **Article 4. Membership:**

Membership is open to anyone who supports the purpose of the Ashland Area Recreation Association.

Anyone wishing to join the Ashland Area Recreation Association must read and agree to the By-laws and sign an agreement stating so. Members must renew their membership every year at the annual meeting by again signing an agreement of the By-laws.

## **Article 5. Officers:**

The Officers of the Ashland Area Recreation Association shall be the President, Vice –President, the Recording Secretary, the Correspondence Secretary, and the Treasurer who shall be elected at the annual meeting by a majority vote of the members present.

Their term of office shall be for one year, which will coincide with the calendar year.

\*The President shall preside at all meetings and see that the resolutions passed by the Association are carried out.

\*The Vice-President shall preside at meetings in the absence of the President.  
Shall assist with the responsibilities of the Association.

\*The Recording Secretary shall keep minutes of all meetings, record the actions authorized by the Association and notify members of all meetings and activities.

\*The Correspondence Secretary shall correspond on behalf of the Association and take minutes of meetings in the absence of the Recording Secretary.

\*The Treasurer shall receive, collect, manage and disburse monies subject to the votes of the Officers.

The Treasurer shall record all financial transactions and give a financial report at each meeting as well as an annual report of all revenues and expenditures to be filed.

\*The Officers may, by majority vote, assign other duties and responsibilities to the members.

\*Vacancy: If an Officers position becomes vacant, that position shall be filled for the remainder of the term of office by the Board of Officers.

\*Removal of an Officer: If an Officer of the Association does not fulfill required duties, they shall be considered for termination.

\*Grounds for termination: An Officer shall be considered for termination, by the Board of Officers, for not adhering to duties described in above responsibilities, failure to attend three (3) consecutive regular meetings or six (6) in any calendar year without being excused by the President.

\*Removal of a member: A persons membership may be revoked at the discretion of the Board when sufficient cause exists for such revocation.

\*Notification: Written notification shall be made to the Board of Officers no less than 30 days prior to the meeting at which removal from office will be discussed and voted upon.

\*Termination: shall be finalized upon investigation and a majority vote of the Officers.

## **Article 6. Committees:**

\*Appropriate temporary or permanent committees may be formed by a majority vote of the membership at any regular scheduled meeting and include but not limited by:

\*Nomination Committee: comprised of at least (3) members each Fall to nominate candidates for office. Names will be finalized for presentation at every October Meeting.

\*Fundraising Committee: Any and all members are welcome to participate in the organization and execution of fundraising efforts.

\*Correspondence Committee: Responsible for basic public relations effort.

## **Article 7. Fiscal Year:**

The fiscal year of the Association shall be the calendar year.

## **Article 8. Disposition of Assets:**

Upon the dissolution of the Association, the Officers shall, by majority vote, contribute all remaining corporate assets to a non-profit 501(c)(3) corporation for the purpose of supporting the Ashland Parks and Recreation Program or to the Ashland Park and Recreation Department. If a non-profit cannot be found to carry out the purposes of supporting the Ashland Parks and Recreation program or if the Officers do not vote on the disposition of the assets, the assets shall be given to the Ashland Park and Recreation Department.

## **Article 9. Bank Account:**

The Association may select a bank for the purpose of opening a bank account. The President and Treasurer shall be the custodians of all monies.

- **Deposits:** Deposits can be made directly to the bank by anyone wishing to do so. All deposits shall be reviewed for acceptance by the membership.
- **Withdrawals:** All account debits to the account must be approved by a majority vote of the Officers present at any meeting. Any vote for such actions will be put in the form of a motion.
- All account debits to the account under \$500.00 shall be signed by the Treasurer and/or the President. Debits greater than \$500.00 shall be signed by both the President and the Treasurer.

## **Article 10. Guests:**

Although meetings are open to the public, any Officer inviting a guest to attend should give 48 hours advance notice to the rest of the Officers via e-mail, phone, etc...

Any guest wishing to make suggestions or comments may do so but cannot vote unless they become a member.

Must be a member to vote.

## **Article 11. Amendments:**

Amendments to the By-laws, the Mission Statement, the Conflict of Interest Policy, the

Dissolution Provisions or the Articles of Incorporation may be made by a majority vote of the membership present at any meeting, provided that public notification of the meeting and the full text of the proposed amendment(s) be posted in two locations at least thirty (30) days prior the meeting.

**Article 12. Non-Public Meetings:**

At a properly noticed meeting (30 days in advance) the Officers can hold a non-public meeting to discuss personal matters or other issues that may arise throughout the year.

**Article 13. Indemnification of Officers**

The personal liability of any Officer for monetary damages for breach of fiduciary duty as an Officer shall be limited to those acts or omissions named in state law RSA 292:2 (VA1-3)

**Article 14. Order of Meeting**

- \*Call to order
- \*Minutes read and accepted
- \*Financial Report
- \*Officers Reports
- \*Old Business
- \*New Business
- \*Adjourn (to private session when necessary)

Approved – March 9, 2009